

REQUEST FOR PROPOSAL

Tangent Rural Fire Protection District

DISTRICT ARCHITECTURAL/ENGINEERING SERVICES Station #71 – Seismic Rehabilitation Design and Construction Oversight

Tangent, Oregon



REQUEST FOR PROPOSALS

Pursuant to District Public Contracting Rule (District Rule) 137-048-0220, Tangent Rural Fire Protection District (District) is conducting a formal selection process to invite architects and/or engineers to submit proposals to provide design and construction oversight for the seismic retrofit and possible other improvements to one Fire District Station (“Project” or “Station Project”). The District plans to award a contract to the highest ranked proposer(s) selected from those architects/engineers submitting proposals. The anticipated contract or contracts will include: all design work; site analysis; solicitation of an award to a construction contractor; construction oversight; and procurement of all necessary government permits.

The full Request for Proposals may be obtained from, and questions posed to:

Scott Casebolt, Grant Administrator
Tangent Rural Fire Protection District
32053 Birdfoot Drive
Tangent, OR 97389
Phone: (541) 928-8722
Email: scasebolt@tangentfire.com

Proposals will be received by the District until closing, 5:00 pm on November 21, 2018. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in a sealed opaque envelope, plainly marked **“Request for Proposals for Architectural/Engineering Services for Station #71 Seismic Rehabilitation Project”** to Grant Administrator Scott Casebolt at the above address. Faxed and emailed proposals will be rejected as non-responsive.

Section I Request for Proposals
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The Tangent Rural Fire Protection District (District) intends to select a firm to provide architectural and/or engineering services (hereinafter referred to as “Design Services”) for the seismic retrofit of District Station #71 (“Project” or “Station Project”), as described in Section II, Project Description, from among proposers who respond to this Request for Proposals. The District intends to enter into a contract for Design Services, in the form attached as Appendix A, with the selected architect/engineer after negotiating a maximum not to exceed dollar amount. The contract amount will be based upon time and materials for all design work rendered, through selection of a construction contractor, procurement of government permits, and construction oversight.

No drawings are required for this proposal. Proposal clarifications or additional information requested by District must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

Section II Project Description

The District is seeking an architect/engineer for its Station Project. The estimated total Project cost for the seismic retrofit is approximately \$954,045, including design fees. The Project and related design duties are described as follows:

A. Design

1. Site analysis, including destructive investigation, material testing, geotech exploration, and hazardous material survey, whether by awardee or awardees’ subcontractors.
2. Rehabilitation Design for Station #71.
3. Submit plans and specifications to the City of Tangent and/or Linn County and other affected agencies, and obtain all required permits.
4. Assist District with any needed hazardous material mitigation.

B. Construction Bidding

1. Draft construction bidding and contract documents for all seismic rehabilitation improvements to Station #71, and conduct solicitation.
2. Provide assistance to District during the bidding phase, including responding to questions from contractors during the bidding process,

production of addenda to the bid documents, and review of substitution requests for product suppliers.

3. In the event District, in consultation with the architect/engineer, determines to utilize a CM/CG alternative contracting process, draft all needed findings and notice, and assist District with the CM/CG evaluation, selection and award process.

C. Construction Services

Construction oversight for Station #71 including:

1. Review of contractor's submittals, shop drawings, and material samples.
2. Responding to contractor's requests for clarification.
3. Reviewing and processing change orders.
4. Oversight and inspection of construction and repair work.
5. Project closeout services including punch list and warranty review.
6. Weekly site visits and attendance at occasional meetings, unless otherwise directed by District.
7. Ensure smooth construction transitions to facilitate ongoing emergency operations.
8. Monitor budget and maintain costs within grant parameters.
9. Review and approve as built documentation.

Section III Anticipated Contract Performance Schedule
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Advertise and Issue RFP	October 23, 2018
Question Submittal Deadline	November 13, 2018, by 5:00 PM
Replies Issued	November 16, 2018, by 5:00 PM
Deadline for Submittal of Proposals	November 21, 2018, by 5:00 PM
Notice of Intent to Award	November 28, 2018
Project Awarded	December 12, 2018
Execution of Agreement with Firm	December 28, 2018
Ground Breaking – Construction Begins	August 15, 2019

The District reserves the right to adjust one or more of the above dates.

**Section IV
Pre-proposal Meeting**

Mandatory Pre-proposal Meeting 2:00 pm, November 6, 2018.

A pre-proposal meeting will be held at Tangent Fire Station 71 located at 32053 Birdfoot Dr., Tangent, Oregon. The purpose of the meeting is to share information about the Project, view the Project site, and answer questions about the Project. The meeting is mandatory. Additional documents and information about the Project will be available at the meeting.

**Section V
Submittal Information**

One original and three copies of each proposal are to be received at the District office by **5:00 pm on November 21, 2018**. Emailed and/or faxed proposals will be rejected as non-responsive. Any late proposals cannot be considered and will be returned unopened. Send or deliver the proposals to:

Scott Casebolt, Grant Administrator
Tangent Rural Fire Protection District
32053 Birdfoot Drive
Tangent, OR 97389

**Section VI
Instructions to Proposers**

Please note the following specific requirements for submitted proposals:

1. The District may modify this RFP via addenda before the proposal due date. Please check the District's website for updates, www.tangentfire.com. Receipt of all addenda must be acknowledged in submitted proposals.
2. Proposers responding to this RFP do so solely at their own expense. The District is not responsible for any Proposer's expenses associated with responding to this RFP.
3. Proposers are directed to the protest procedures as set forth in District Rule 137-048-0240.
4. Each proposal must include the information set forth in Section VII, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VIII, Proposal Evaluation.

Section VII Proposal Requirements
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Proposal shall be prepared simply and economically, providing a straightforward, concise description of Proposer's capabilities to satisfy the requirements of this RFP. Proposal shall include, at a minimum, the following items:

1. **Cover letter/statement of interest:** Indicate Proposer's interest in the Project and highlighting its qualification to perform the Project. (1 page)
 - A statement verifying Proposer's ability to execute contract upon award, including confirmation that Proposer is an architect/engineer licensed to work in the State of Oregon.
 - The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.
 - A statement certifying that Proposer has not been suspended or disbarred from Federal/Government work.
2. **Overview:** A brief overview of the company. (1 page)
3. **Team Experience:** Related experience with similar types of projects and specific qualifications and resumes of Project architect/engineer and key team members. The roles and qualifications of any sub-consultants. Identify the Project lead and that person's availability to start work on the Project and to complete the work without interruption from other projects, commitments or schedule. Submit proof of adequate liability insurance for sub-consultants. (4-6 pages)
4. **Firm Experience:** Proposer's experience and qualifications: (4-6 pages)
 - Provide examples of at least three (3) relevant designing projects similar to the Station Project completed by Proposer within the last three (3) years, including:
 - Project Name and Location
 - Summary of Scope/Services Provided
 - Project Size and Construction Value
 - Duration of Project
 - Fire Chief name and contact information
5. **Design Approach:** A proposed approach to the Project including key activities, milestones, possible design concepts, potential challenges and areas of concern. (2 pages)

6. **Non-Discrimination Policies:** Written affirmation that Proposer has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
7. **Insurance:** Proof of insurance for a minimum of \$2 million professional liability insurance, plus \$2 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
8. **Exceptions:** Any and all exceptions to this RFP shall be noted on a Section entitled "**Exceptions**" and submitted with Proposer's proposal.
9. **Availability:** Confirmation that the Proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the District, and affirmation that such personnel can respond to District inquiries and/or be onsite within a maximum of 24-hours.

**Section VIII
Proposal Evaluation**

A. Evaluation Criteria

Proposals will be evaluated by the District using the following criteria:

	<u>Points</u>
1. Proposer availability and capability to perform the needed architectural/engineering services described in this RFP.	(20)
2. Proposer's key staff experience with public projects of similar type, size and complexity.	(30)
3. Proposer's experience with private projects of similar type.	(10)
4. Proposer's demonstrated ability to successfully complete similar services on time and within budget, including Proposer's record of satisfactory performance. This includes the number of change orders in Proposer's last three projects that were not initiated by Owners. Provide Owner's business name and contact	(20)

information.

5. The methodology Proposer would use in approaching this Project. At a minimum, provide an estimate of the amount of time needed to complete each major task, and a preliminary schedule of major elements. **(20)**
6. Proposer's familiarity with City of Tangent and Linn County permitting procedures and regulations. **(20)**
7. Proposer's geographic proximity to the Project site. **(20)**
8. Amount and type of resources and number of experienced staff Proposer has within Proposer's firm available to perform the architectural/engineering and related services described in this RFP within the applicable time limits. This includes the current and projected workloads of such staff and the proportion of time such staff would have available for architectural/engineering or related services, without the need for Proposer to subcontract for that work. **(30)**
9. Proposer's public safety track record. **(15)**
10. Results from interviews, if conducted. **(15)**

B. Evaluation Process

Proposals will be initially screened pursuant to the following minimum qualifications:

1. Proposer is an Architect/Engineer licensed to work in the State of Oregon.
2. Proposer's ability to provide the design work needed by District to the standards required by the District, City, County and State.
3. Whether Proposer has the financial resources for the performance of the desired services, or the ability to obtain such resources.
4. Proposer is an Equal Opportunity Employer and is otherwise qualified by law to enter into the professional services agreement.

Once the initial screening process is completed, the remaining proposals will be evaluated under the criteria and weights accorded in Section VIII.A, above. If the District deems it desirable, the District may elect to interview one or more of the top candidates.

The District is using a qualifications-based selection (QBS) process as mandated for contracts anticipated to exceed \$100,000 by Oregon's Public Contracting Code (ORS 279C.110) and District Rule 137-048-0220. As a result, selection of the most qualified candidate will be made without regard to the price of the services. If the District does not cancel the RFP, only after selecting the most qualified candidate, will the District and the selected candidate enter into contract negotiations for the price of the services. The District shall direct negotiations toward obtaining written agreement on the Architect/Engineer's performance obligations, a payment methodology that is fair and reasonable to the District, and any other provisions the District believes to be in the District's best interest to negotiate.

If the District and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the District, the District shall, either orally or in writing, formally terminate negotiations with the selected candidate. The District may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the District terminates the RFP.

It is the desire of the District to have a new architectural/engineering contract in place no later than **December 28, 2018**.

Section IX Miscellaneous

The District reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the District and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the District in its sole discretion; 4) Award the contract to any proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal, when, in the District's sole judgment, it is in the District's best interest to do so; and 6) Request any additional information District deems reasonably necessary to allow District to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful proposer, as indicated in the attached contract form. Any open terms in the attached contract will be completed based upon District negotiation and

awardee's proposal. Submittal of a proposal indicates a proposer's intent to execute the attached contract terms and be bound thereby.

Section X Contact Information
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Direct all inquiries regarding the Project and this RFP to:

Scott Casebolt, Grant Administrator
Tangent Rural Fire Protection District
32053 Birdfoot Drive
Tangent, OR 97389
Phone: (541) 928-8722
Email: scasebolt@tangentfire.com

Section XI Appendices

The following appendices are included in this RFP:

Appendix A: Architectural/Engineering Services Contract

**Tangent Rural Fire Protection District
is an Equal Opportunity/Affirmative Action Employer
Women, Minorities and Disabled Persons
are encouraged to apply**

THIS RFP IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR
REVOKED WITHOUT NOTICE.

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